

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Rural Health Program Manager

Class Code: 50580

A. Purpose:

Administers and manages a rural health program and related services by managing professional health personnel, developing, and implementing programmatic goals and strategies, administering grants and agreements, and providing technical assistance to health professionals and communities to ensure an effective delivery of health services.

B. Distinguishing Feature:

Rural Health Program Manager provides work direction to professional health personnel and manages the delivery of health services to rural and under-served areas of the state.

Health Program Specialist II administers the activities of health programs, assists the program administrator in carrying out administrative functions and in administering public health programs, and functions as a lead worker or supervisor.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Establishes, evaluates, and implements program policies, plans, and activities to ensure continued improvement in health services and compliance with department and state goals and objectives.
 - a. Develops, evaluates, and enforces applicable laws and regulations.
 - b. Develops, monitors, and approves contracts, pass-through funding and technical assistance.
2. Provides technical assistance and program interpretations to ensure consistent application of program activities and procedures.
3. Provides work direction to department staff to ensure that the objectives of the work unit are met.
 - a. Provides training and work direction.
 - b. Evaluates and reports on staff performance and recommends disciplinary action.
4. Monitors and supervises program activities to maintain consistent and efficient program operations.
 - a. Develops grant applications, community need assessments, and policy documents.
 - b. Directs data collection, recruitment functions, primary care development/coordination, and special projects.
5. Monitors health issues to ensure program operations are up-to-date and in compliance with related health activities.
6. Provides information and advocacy for rural health issues to promote program activities.
 - a. Represents the department and participates in a variety of meetings and organizations.
 - b. Serves as a liaison between department and agencies regarding rural health issues.
7. Performs other work as assigned.

D. Reporting Relationships:

The Rural Health Program Manager typically reports to the program administrator or division director and provides work direction and may supervise Health Program Specialists and other professional level staff within the department.

E. Challenges and Problems:

Challenges include effectively managing a statewide, comprehensive rural health program, and related services; which includes the responsibility of improving the delivery of health services in rural and under-served areas of the state. This involves issues such as decreased viability of rural hospitals, difficulties in accessing primary medical care, the autonomy of rural communities and their lack of desire to work together, reimbursement inequities, transportation problems, and a fragile infrastructure that is present in most small communities.

Typical problems include resolving contractual disputes with physicians, interpreting technical programmatic information to communities, resolving issues connected with under-served area designations, helping academic institutions relate to rural needs, and resolving inter-agency differences.

F. Decision-making Authority:

Decisions include determining the form and content of grant applications and agreements; developing the program work plan and budget; developing and implementing program policies, procedures, and deadlines; and determining content and format of surveys, assessments, speeches, and informational releases.

Decisions referred include final approval of program grants, agreements, policy documents, expenditures, final budget, and legislative strategies.

G. Contact with Others:

Frequent contact with rural health professionals to provide or obtain technical assistance; the public to promote program activities, provide information, and resolve program issues; various governmental agencies for purposes of evaluation, policy interpretation, and advocacy on behalf of rural interests; and private associations.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- rural health issues and applicable federal and state statutes;
- department and state rural health directives;
- communities receiving rural health services;
- effective methods of administration.

Ability to:

- establish and implement programmatic goals and objectives;
- assess program effectiveness;

- establish and maintain effective working relationships with healthcare professionals and communities;
- write grant proposals;
- communicate information clearly and concisely.